

**Contract Management Components**

Roles	Inputs	Outputs	Events	Data	Constraints
<ul style="list-style-type: none"> <li>Contractor</li> <li>Executive mgmt team</li> <li>Internal managers (program, fiscal, project, agency)</li> <li>State Treasurer (COPS, debit/credit cards)</li> <li><b>Authorizing Agencies (state, local &amp; federal)</b></li> <li>OFM – budgeting, financial reporting, contracts office</li> <li>Agency Contracts Offices</li> <li><b>Attorney General</b></li> <li><b>Ethics Board</b></li> </ul>	<ul style="list-style-type: none"> <li>Notice of need for a contract</li> <li>Description of goods &amp; services</li> <li><b>Accepted</b> proposal/bid</li> <li>Terms &amp; Conditions Clauses</li> <li><b>Current contract</b> (for amendments)</li> <li>Payment information</li> <li>Performance information</li> <li>Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Draft contract</li> <li><b>Final contract</b></li> <li><b>Signed</b> contract</li> <li>Contract data</li> <li>Updated contract balance</li> <li>Performance measures</li> <li><b>Risks</b></li> </ul>	<p><u><b>Contracting</b></u></p> <ul style="list-style-type: none"> <li><b>Assign contract/ amendment number</b></li> <li><b>Refine and approve draft</b></li> <li><b>Assess risks</b></li> <li><b>Approve Internally</b></li> <li><b>Report to authorizing agencies as required</b></li> <li><b>Obtain signatures</b></li> </ul> <p><u><b>Monitor Contracts</b></u></p> <ul style="list-style-type: none"> <li><b>Monitor contract payments</b></li> <li><b>Monitor contract performance</b></li> <li><b>Close contract</b></li> </ul>	<p><u>Contract/Amendment</u></p> <ul style="list-style-type: none"> <li>Number</li> <li>Contractor number/name</li> <li>Balance</li> <li>Manager</li> <li>Dates</li> <li>Rates</li> <li>Volume limits</li> <li>Description</li> <li>Performance measures</li> <li><b>Payment transactions</b></li> <li><b>Risks</b></li> <li><b>Reimbursement/ Revenue transactions</b></li> <li><b>Locations/Geo-spatial data</b></li> <li><b>Statement of Work</b></li> <li><b>Competition method</b></li> </ul>	<p><u><b>State Constitution</b></u></p> <p><u>Laws</u></p> <ul style="list-style-type: none"> <li>Revised Code of Washington (RCWs)</li> <li><b>Code of Federal Regulations</b></li> <li><b>OMB Circulars</b></li> <li><b>IRS</b></li> <li><b>State Capital &amp; Operating Budgets &amp; Provisos</b></li> </ul> <p><u>Policies</u></p> <ul style="list-style-type: none"> <li>State contract policies</li> <li>Internal controls</li> <li>Agency policies</li> <li><b>WA Admin Code (WAC)</b></li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li><b>Governors Executive Orders</b></li> <li><b>Grant &amp; Loan Program Regulations</b></li> </ul>

Note: **Bold** text indicates updates to the components from previous focus group session

Updated 12/13/05 by Colleen

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